

# Office of the Bankruptcy Administrator for the Eastern District of North Carolina

1760B Parkwood Boulevard  
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(252) 237-6854

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Suite 620  
Raleigh, North Carolina 27601  
(919) 856-4886

## MEMORANDUM TO ALL INTERESTED PARTIES

### PROCEDURE FOR OBTAINING COPIES OF RECORDINGS OF MEETING OF CREDITORS

#### **Background**

It is the responsibility of the Bankruptcy Administrator to provide public access to recordings of meetings of creditors. Any interested party may request a certified copy of the recorded § 341 (a) meeting proceedings from the Bankruptcy Administrator at the party's expense. The Bankruptcy Administrator maintains these recordings for a period of two years after the conclusion of the scheduled meeting. Upon the expiration of this two year period, the recording will be erased or destroyed.

#### **How to request Copies of Recordings of Creditors Meetings**

When requesting copies from the Bankruptcy Administrator's office, parties must provide:

- (1) blank 90 minute cassette tape at his or her own expense if the meeting was held prior to October 31, 2004 and a blank cd if the meeting was held after January 1, 2005. For meetings held in between November 1, 2004 and December 31, 2004, please call the Wilson BA office to inquire which you will need to send.
- (2) a written request on the attached form to be completed by person(s) requesting copies
- (3) a postage pre-paid envelope (suitable for mailing cassettes/cds--the Bankruptcy Administrator's office takes no responsibility for damage to tapes or cds during mailing) with sufficient postage
- (4) if not by return mail, arrange for pick-up of the tape at the Bankruptcy Administrator's office at **1760-B PARKWOOD BOULEVARD, WILSON, NC 27893. Telephone: (252) 237-6854.**

## REQUEST FOR COPIES OF RECORDING OF MEETING OF CREDITORS

**Requesting Party(s):** \_\_\_\_\_

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**Address:** \_\_\_\_\_

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**Telephone #:** \_\_\_\_\_

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**Case Name:** \_\_\_\_\_

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**Case Number:** \_\_\_\_\_

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**Trustee:** \_\_\_\_\_

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**Date of 341 mtg:** \_\_\_\_\_

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**Location:** \_\_\_\_\_

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**Chapter:** \_\_\_\_\_

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**No. of Copies:** \_\_\_\_\_

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